

Building & Equipment Maintenance Supervisor



Job Code: 3030
Grade: 129
Reports to: Capital Projects/Facilities Director
Salary Range: \$51,350 - \$78,767
FLSA Status: Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult technical and intermediate administrative work supervising the servicing, maintenance, and repair of building facilities and equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification is responsible for assigning, coordinating, evaluating, and supervising the work of subordinate tradesworkers, electricians, air conditioning technicians, maintenance workers, and custodians. Assignments may involve supervision of field work or carpentry shop activities and offers the opportunity for independent judgment and decisions in planning work in accordance with departmental policy and procedure. Work is reviewed by observation of results achieved and advice and assistance on unusual problems.

ESSENTIAL FUNCTIONS

Supervising and participating in general building and facilities maintenance activities; determining maintenance and repair needs; operating equipment, maintaining, and repairing buildings and equipment; maintaining records and files; preparing reports.

EXAMPLES OF WORK

- Lays out, assigns, and participates in building construction, renovation, maintenance and repair activities in designated or overall trades categories, including carpentry, masonry, painting, air conditioning, electrical, plumbing and related areas.
- Directs field crews and contractors in the construction, renovation, modification, and repair of City facilities.
- Continually checks projects for progress and conformance to work plans.
- Prepares estimates of time, labor, and material costs; applies for necessary permits and secures approvals; maintains labor and material records; coordinates the purchase of materials and equipment for their work group.
- Helps evaluate municipal building and equipment requirements; recommends purchase of new equipment and supplies.
- Writes work orders and keeps records of work; schedules maintenance times for departments.
- Identifies, locates, and procures equipment parts.
- Ensures work is performed in a safe fashion.
- Prepares State inspection inventory report and orders inspection supplies.
- Trains staff; evaluates work performance of employees.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the methods, techniques, tools, and materials used in building construction, renovation, maintenance and repair; considerable knowledge of building and fire codes associated with the construction, renovation and repair of municipal facilities; considerable knowledge of the occupational hazards associated with various tradeswork and carpenter shop activity and precautionary methods and safety measures; ability to lay out and direct the work of tradesworkers in varied activities pertinent to

building construction, renovation and maintenance; ability to work from blueprints, rough sketches, and oral and written instructions; ability to establish and maintain effective working relationships with employees, contractors, and the general public.

MINIMUM EDUCATION AND EXPERIENCE

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate; supplemented by five (5) to seven (7) years of progressively knowledgeable and skilled experience in building repair and maintenance work, including one (1) year of experience as a crew leader, lead worker, or other semi-supervisory capacity; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires balancing, stooping, kneeling, crouching, reaching, standing, fingering, grasping, and feeling.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communication and/or to make fine distinctions in sound.
- Visual acuity is required for depth perception, color perception, night vision, peripheral vision, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.